

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Radio Station Operations Supervisor

Unit: Supervisory and Professional

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Job Code: D1400
Original Date: 11/1996
Last Revision: 02/2015
Staff Type: Classified
FLSA status: Exempt
Salary Range: M

DEFINITION

Under the general direction of a Dean serve as the KSDS-FM Jazz Radio Station Manager; effectively manage, plan, organize, coordinate, supervise, and improve the outreach and operations of the College non-commercial, non-profit (public) educational radio station production facility and an open-circuit education 22,000 watt FM radio station.

EXAMPLE OF DUTIES

1. Plan, organize, and direct the radio station operations; design and modify existing and new policies and procedures as necessary.
2. Establish and maintain the KSDS-Jazz Radio station image; maintain and support outreach and relationships with communities, underwriters, advertising agencies, musicians, artists, memberships, clients, program suppliers and other contacts; manage contributions and donations of educational materials and used musical instruments to educational, community, and arts programs.
3. Meet financial goals; generate revenues, control expenses; raise funds; prepare and maintain KSDS budgets; oversee and supervise special event outlays and intakes; maintain and prepare records.
4. Formulate, organize, supervise, and direct the radio station programming; maintain programming format and policy and Public Affairs programming for community outreach.
5. Review and approve current and long-range planning of Marketing Plan, Membership Plan, and Underwriting Plan; direct and coordinate all aspects of special event planning and cross-promotional and co-op promotions.
6. Ensure compliance with current federal, California, local and FCC regulation, the Corporation for Public Broadcasting, and SDCCD policy.
7. Chair regular meetings with Programming, Development, Underwriting, Marketing, Engineering, Music and Advisory Committees; attend and participate in College and District meetings as required; coordinate and participate in all internal and external committees.
8. Evaluate changes or advances in the telecommunications field in terms of the implications for the radio station management; make recommendations for significant changes; inform and collaborate with College educational programs.
9. Sustain KSDS involvement with student college educational programs; provide on-air experience; maintain student radio programs and experiences including middle school/high school Jazz Festival.
10. Supervise schedule, evaluate performance, and provide operational direction and guidance to broadcast personnel, Program Director, Development Director, Music Director, Underwriting Director, clerical support, student workers and volunteers; make employment and transfer recommendations.
11. Recommend, oversee, and review purchase of radio station parts, supplies, and equipment.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONSKnowledge:

Applicable federal, California and local legislation and regulations.
Aspects of Jazz Radio broadcasting.
FCC requirements of public radio stations.
Membership development.
Modern office equipment and business applications.
Oral and written communications skills.
Principles and practices of training and supervision.
Public radio stations outreach development methods, procedures and practices.
Radio station traffic computer systems, applications, and techniques.
Radio station, studio control, and transmitter equipment operations and maintenance.
Record-keeping techniques.
Technologies, market trends, and management of public radio station operations and equipment.
Theory, concept, principles, and practices in radio station engineering and equipment.
Underwriting development.
Various sub-genres of jazz.

Skills and Abilities:

Accurately record, invoice, and requisition accounts, budgets and expenditures.
Analyze situations appropriately and take effective action.
Attend, coordinate, and facilitate private, public, and industry conferences and meetings.
Commit to music and arts education.
Effective oral and written communication skills.
Maintain liaisons with community, business, unions and agencies.
Meet schedules and timelines.
Membership management.
Operate personal computer equipment, systems, and applications.
Plan, organize, and direct the daily operation of radio station functions and equipment.
Solicit an interest in jazz and various sub-genres.
Sustain working relationships with local artists and their management.
Technical aspects of public radio station management.
Train, direct, supervise, hire and evaluate personnel.
Work effectively with internal and external public and private groups, committees, and boards.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in Communications or related field and six (6) years radio station broadcast or operations management experience, **or** a Master's degree in Communications, Business or related field and three (3) years radio station operations management experience preferably in a non-commercial, non-profit (public) radio station.

License:

Valid California driver's license.

WORKING CONDITIONSPhysical Requirement:

Category III

Environment:

Favorable, usually office or radio station setting. Some travel required.